



Inclusion & Interventions Assistant

City of Derby Academy

Permanent

37 hours per week 39 weeks per year

Scale 5 £24, 215 - £26, 244 Pro rata (£28, 034 - £30, 383 FTE)

QEGSMAT are seeking to appoint an enthusiastic Inclusion & Interventions Assistant at City of Derby Academy (CODA). We are proud to serve a very diverse community with over 40 home languages, and over 50% of our students are eligible for the Pupil Premium. This is an exciting opportunity to join a passionate, hardworking and ambitious team of teaching and non-teaching colleagues who, at every level, make a genuine difference to students' lives, every day.

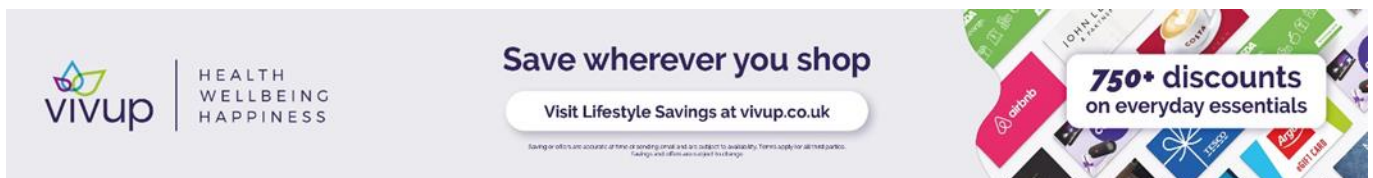
Our most recent Ofsted inspection report (March 2024) is overwhelmingly positive and recognises the strengths of the school and the continued progress being made. Some highlights are:

- CODA is a school that welcomes and celebrates the diversity of the local community.
- There is a caring ethos. Pupils feel safe. The vast majority are happy.
- The school has high expectations of all pupils.
- Pupils with special educational needs and/or disabilities (SEND) and those who speak English as an additional language are well supported to learn the curriculum.
- Leaders have secured many improvements since the school's last inspection.
- The curriculum has been strengthened.
- Behaviour is now good.
- Pupils are polite and respectful to each other adults.
- There are strong relationships between staff and pupils.
- Pupils receive high-quality pastoral support. They know that staff are always available to talk to them if they have concerns.
- Leaders consider staff's well-being and workload.
- Staff overwhelmingly enjoy working at the school.

- **Why work for us?**

- City of Derby Academy is also a proud member of QEGSMAT. At QEGSMAT we believe and promote that an exceptional workforce creates exceptional results; they transform lives and transform futures. We support every student to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.
- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- QEGSMAT is a recognised Disability Confident employer.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff and 26.2% for Staffordshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: 16th March 2025

Interview date: TBC

Salary: Scale 5 £24, 215 - £26, 244 Pro rata (£28, 034 - £30, 383 FTE)

Potential Start date: WC 21st April 2025



JOB DESCRIPTION

Post Title: INCLUSION & INTERVENTIONS ASSISTANT

Reporting to: Assistant Headteacher (Behaviour and Attitudes)

Scale: Scale 5 £24, 215 - £26, 244 Pro rata (£28, 034 - £30, 383 FTE)

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

Purpose:

To assist with the effective implementation of behaviour support systems within the school, ensuring a positive and inclusive environment that promotes student well-being and academic achievement.

Main Duties

Behaviour Management:

- Lead the Reflection and Reparation Rooms, ensuring students engage in meaningful reflection and restoration.
- Supervise students who have been withdrawn from mainstream lessons due to behaviour issues.
- Develop and implement effective behaviour management strategies.
- Promote positive behaviour for learning and maintain a calm working environment.

Student Support:

- Welcome and support students in the Reflection and Reparation Rooms.
- Work with students with social, emotional, and mental health needs to help them manage their behaviour.
- Communicate with students about their behaviour and provide constructive feedback.
- Support students in completing work set by their class teachers to ensure they do not fall behind.
- Support pupils in their reintegration into lessons following periods of removal from class.

Staff Collaboration:

- Work closely with teachers, Curriculum Leaders, Heads of Year, and Senior Leadership Team to support student behaviour and learning.
- Liaise with Year Leaders, Pastoral and Learning Support staff regarding the behaviour and learning difficulties of students.
- Participate in school-based meetings and training activities.

Administration:

- Manage the administration and delivery of behaviour assessments, interventions and reports.
- Maintain accurate records of student behaviour and interventions.
- Maintain a daily log of students assigned to the Reflection and Reparation Rooms and record their behaviour and progress.
- Manage the Reward Shop; fulfilling orders, stock taking and monitoring trends in what students are buying with their Class Chart points.

Safeguarding:

- Ensure compliance with safeguarding policies and procedures.
- Maintain confidentiality and observe data protection guidelines.

Supporting Corridor and Lesson Behaviour:

- Be part of a team that attends lessons when students are not meeting the expectations for learning.
- Support staff and students so that students can return to learning.
- Use strategies and techniques to help students re-establish their self-regulation so that they can return to learning.
- Respond to challenging behaviours in a calm and proportionate manner to maintain a safe and calm school environment.

METHODS OF WORKING**The post holder must:**

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification - INCLUSION & INTERVENTIONS ASSISTANT

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSEs (Grade A-C) or equivalent, including English and Maths. First Aid qualification or commitment to gain within the first 3 months. 	<ul style="list-style-type: none"> HLTA (Higher Level Teaching Assistant) qualification Courses or qualifications related to behaviour management, SEND, or supporting young people 	Application
Experience	<ul style="list-style-type: none"> Experience working with children aged 11-18. Experience in an educational setting, supporting children in a classroom environment. Experience working with students with social, emotional, behavioural, and/or mental health needs. 	<ul style="list-style-type: none"> Experience in both KS3 and KS4 settings 	Application Interview
Skills	<ul style="list-style-type: none"> Effective organisation and communication skills. Ability to implement whole school behaviour management policies consistently. Ability to provide individual attention and support to students. Ability to work effectively as part of a team. Ability to develop positive relationships with young people and their families/carers. Ability to keep clear and concise records. 		Application Interview
Knowledge	<ul style="list-style-type: none"> Knowledge of the strategies that recognise and reward effort and achievements, as appropriate to the age and development of students. 	<ul style="list-style-type: none"> Knowledge of some areas of the National Curriculum. 	Application Interview
Personal qualities	<ul style="list-style-type: none"> Willingness to engage in further training opportunities. Ability to establish positive relationships with students and staff. 	<ul style="list-style-type: none"> Ability to communicate with other professionals and parents. 	Application Interview

	<ul style="list-style-type: none">• Patience, good sense of humour, and flexibility.• Ability to maintain confidentiality on all school matters.• Calm and positive attitude, even under pressure.• Adaptability and ability to work independently.		
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